Tower - Context

TRIM Context™ is an integrated Electronic Document and Records Management Solution (EDRMS) capable of managing the full range of corporate information. From electronic documents and records, through content management, to the management of 'hard copy' records and documents, TRIM Context™ provides all the necessary functionality in a single off-the-shelf software application.

- Seamlessly integrates into the users' desktop operating environment;
- Provides users with instant access to meaningful information;
- Empowers users to complete work more efficiently and accurately.

The end result is increased productivity and informed decision making.

In the past organizations have been required to implement a number of disparate document technologies in order to manage business information. While each document technology component was able to provide a piece of the information puzzle, the integration of the various components proved costly and in some cases untenable - the pieces simply didn't interlock. Over the past few years there has been a noticeable convergence of document technology as the distinctions between document management, imaging, workflow and COLD (Computer Output to Laser Disk) have blurred. TRIM Context™ combines elements from virtually every type of document technology to provide a single off-the-shelf solution to meet every organization's document, records and information management requirements. TRIM Context incorporates, in a single application:

- Workflow;
- Image management;
- Document management;
- Web publishing;
- Email management; and
- Records management.

TRIM Context™ ensures that organizations are able to efficiently deploy a total information management solution. The single product approach eliminates integration issues and results in a quicker and higher return on investment. TRIM Context™ also manages information in a way that benefits both users and the organization. The document management activities of end-users automatically result in information being captured in the corporate records system. This ensures that business information is protected and managed in accordance with legal and regulatory requirements.

The TRIM Context™ product has been developed in accordance with the "information continuum" information management theory. The information continuum is a conceptual framework for understanding the nature of information and information systems. The information continuum takes a holistic view of information systems with an emphasis on the evidentiary role of information. This approach focuses on preserving information in its original context.

INTEGRATED DOCUMENT MANAGEMENT

TRIM Context™ provides comprehensive functionality for managing documents. The version and revision control features built into TRIM Context™ simplify collaborative document management. Users are able to quickly and easily find out who is working on a particular document and to see previous versions.

WORKFLOW

TRIM Context™ includes a high end, graphical workflow management capability. The system provides functionality to manage ad-hoc workflow, standard procedures and complex workflows incorporating decision branching, and parallel workflow processes. Sophisticated resource management, and automatic resource allocation, assist in the management of workloads. It is a simple process to apply workflow to a document, and/or to attach or create documents as part of a workflow process.

IMAGE MANAGEMENT

TRIM Context's™ image management capabilities make it easy to manage electronic images. Documents can be scanned, and stored in TRIM Context's™ document repository. These scanned documents will be managed as individual documents, and can be related to other documents and managed as a collection. TRIM Context™ can manage multiple renditions of the image and will restrict access to the image if required. Whether the requirement is for low volume desktop scanning, or high volume production scanning, TRIM Context™ will meet the image management requirements efficiently and cost effectively.

CONTENT MANAGEMENT

TRIM Context™ excels at managing content. The inclusion of document management, records management and workflow functionality in a single application enables TRIM Context™ to meet every aspect of a content management requirement. From creation, to revision control, through approval and publication, controlling access to finalized records and ultimate destruction of obsolete information, TRIM Context™ provides controls to assist an organization every step of the way. The system allows the organization to make optimal use of content.

RECORDS MANAGEMENT

TRIM Context™ delivers comprehensive records management functionality to manage corporate records from creation beyond destruction. Developed to meet international standards, TRIM Context™ incorporates features to assist in every aspect of the management of paper based and electronic records.

TRIM Context™ is designed so that end users are able to register records with virtually no change to work processes. The document management and workflow tools in TRIM Context™ ensure that end users will "buy in" to the system. TRIM Context's™ records management system offers comprehensive functionality including

- File plan;
- Thesaurus;
- A vast number of user defined fields;

- Structured and controlled metadata to ensure more precise retrieval retention;
- Access and security controls;
- Barcode tracking;
- Appraisal, preservation and disposal;
- Space management.